

WISCONSIN VALLEY LIBRARY SERVICE**Board of Trustees Meeting**

March 19, 2022

Wausau, Wisconsin

NOTE: These minutes are to be regarded as the unofficial record of the meeting until the Board of Trustees has approved them. The next Board meeting is May 21, 2022.

President Tom **Bobrofsky** called the meeting to order at 9:30 AM. Roll call was taken by **Wendt** and a quorum was declared present.

Present

Tom Bobrofsky, President
 Pat Pechura, Vice-President
 Mike Otten, Treasurer
 Sonja Ackerman, member*
 Jim Backus, member* (joined 10:30 am)
 Jessica Bennett, member*
 Eileen Grunseth, member
 Christy Janczewski, member*
 Diane Peterson, member
 Judy Peterson, member
 Kari Sweeney, member

Others Present

Marla Sepnafski, WVLS Director
 Josh Klingbeil, WVLS staff
 Susie Hafemeister, WVLS staff
 Jamie Matczak, WVLS staff*
 Rachel Metzler, WVLS staff*
 Brenda Walenton, WVLS staff
 Kris Adams Wendt, WVLS staff*
 Judy Bobrofsky, guest

*denotes remote attendance

Excused

Paul Knuth, member
 Louise Olszewski, member
 Mandy Wright, member

Vacant

Marathon County representative

NOTE: All exhibits may be accessed at <https://wvls.org/bot-agenda-exhibits/>.

CONSENT AGENDA APPROVAL: Pechura/Grunseth motion to approve the agenda as presented. All aye. Motion carried.

APPROVAL OF MINUTES (Exhibit 1):

Pechura/Ackerman motion to approve minutes from the February 19, 2022 WVLS Board meeting as presented. All aye. Motion carried.

FINANCIAL REPORTS AND CURRENT BILLS (Exhibits 2-7):

Pechura/Sweeney motion to approve the financial reports and current bills as presented. All aye. Motion carried.

REPORTS:

Resource Library (Exhibit 8): The Resource Library Report includes the agenda and Director's Report for the February 21, 2022 MCPL Board meeting, as well as MCPL Board agenda and minutes from January 19, 2022. **Sepnafski** and **Klingbeil** delivered the first 2022 WVLS quarterly report at the March 21 MCPL Board meeting where **Metzler** also presented information about the new V-Cat Aspen Discovery layer.

COLAND (Exhibit 9): Klingbeil reported on the virtual March 11, 2022 COLAND meeting, the agenda for which is Exhibit 11 and provided an update on COLAND member appointments.

WVLS Director's Report (Exhibit 10): **Sepnafski** noted the following highlights from the Director's Report before calling on staff members for updates on their assigned areas of expertise:

- In February, following the WVLS Board of Trustees meeting, a press release announcing the 2022 WVLS Board Appointments was submitted to all the

newspapers in the WVLS seven-county service area. The announcement also included the names of the newly elected officers and WVLS Executive Committee members.

- Notes of thanks: To the **WVLS Annual Reports Team**: *"You're so thoughtful and thorough. I appreciate the time and effort you put in to make the report a painless process. I also found the Staying Together session helpful so we could hear the concerns and answers that other libraries had. Thank you to each and every one of you!"* (**Teresa Hall**, Loyal Public Library Director) To **Susie Hafemeister**: *"I just wanted to thank you again for all your help on the annual report. Those always make me so nervous, even though I've gone through three of them over the years. Just appreciate all the feedback and patience you have for us library directors when we fill them out incorrectly.! Thanks again!"* (**Brandon Hardin**, Withee Public Library Director)
- After more than 30 years representing Langlade County on the WVLS Board of Trustees, **Peg Jopek** retired in December 2021. During her tenure, Jopek volunteered more than 10,950 hours to attend meetings and other functions for WVLS and the Antigo Public Library to ensure exceptional library service for all Langlade County residents. At a recent Langlade County Board meeting, she was given a standing ovation and recognized for her many years of service to libraries. During her acceptance speech, she highlighted the value of libraries and the importance of reading for Langlade County residents. She also thanked the County for the recognition and for the investments made by the county to the library for the good of the community.
- The Langlade County Board appointed **Judy Peterson** from White Lake to the WVLS Board of Trustees in 2022 and will serve a 3-year term.
- **Exhibit 10a** recognizes members of the WVLS Team and WVLS community who assumed leadership positions in 2022.
- **Brenda Walenton** became the new Accounting/HR Specialist for WVLS on January 31, replacing **Augo Hildebrand** who retired in December. Walenton has over 25 years of business and human resources experience and is looking forward to navigating the ins and outs of the library field, as well as learning all the acronyms!
- The Greenwood Community Library Board of Trustees has selected **Amber Brill** to be the library's new director, starting February 25. She replaces **Kim Metzke**.
- A group of seven Northwoods libraries has been selected to receive one of 200 National Endowment for the Humanities (NEH) grants for the **American Library Association's American Rescue Plan: Humanities Grants for Libraries** opportunity, an emergency relief program to assist libraries that have been adversely affected by the pandemic. Libraries in Boulder Junction, Lac du Flambeau, Manitowish Waters, Mercer, **Minocqua**, Presque Isle, and Winchester will use the funding to support their annual Northwoods Book Festival author event series. The competitive award comes with a \$10,000 grant that will help deliver excellent programs and services related to culture, history, literature, and other humanities subjects. The Northwoods Book Festival has been uniting libraries in the Northwoods to provide a series of author programming for local residents and visitors since 2016. The 2022 Northwoods Book Festival theme is "Open Books, Open Minds." Events will be scheduled from June through August.

Report from ILS & Database Support Specialist Rachel Metzler (including items from ILS Administrator Katie Zimmermann and Public Library Services Consultant Anne Hamland).

- The WVLS partnership with the Antigo and Minocqua libraries to provide temporary cataloging assistance will remain in effect in 2022. Trained in December 2020 and under oversight by **Metzler**, **Maria Pregler** from Antigo and **Cindy Wendt** from Minocqua will continue to provide up to 10 hours each week on cataloging tasks. WVLS appreciates their support.

- **Zimmerman** and **Hamland** developed a library staff and public facing marketing and training campaign to ensure the successful launch of the new **V-Cat Aspen Discovery Layer** in February and March. They worked closely with each member library's staff to customize their library's catalog functionality and design, create social media templates, and integrate the new service into its websites. This close collaboration produces a quality product of value to the user at each location. The remaining libraries yet to transition are Dorchester, Laona, Merrill and Wabeno.
- The **transition to standard checkout periods** is complete. Two libraries have decided to ease the transition for their patrons by allowing their own high demand new books to circulation for 21 days. WVLS is grateful to members of the V-Cat Cooperative Circulation Committee and the V-Cat Council for their hard work and commitment to this project. Remaining clean up to do with item types will be picked up after Aspen goes live.
- The **project to ensure that all records have subject headings** is close to completion. While WVLS and member libraries were able to address most of the records in question, approximately one third of them were outsourced to Backstage to finish. Backstage addressed about 85% of the records received. **Metzler** will finish the returned records that had "acceptable" matches but needed review before overlaying, records with no matches, and records that need local subject headings added.
- **Zimmermann** and **Metzler** are registered for Sierra Acquisitions A-Z Training March 29-31. A grant was offered for staff from any V-Cat library to attend, however no library expressed interest. Grants have been offered to V-Cat library staff who wish to attend the Innovative Users Group (IUG) 2022 Virtual Conference April 5-8.
- The **V-Cat Bibliographic and Interface Committee** met on December 7, 2021, and March 3, 2022. At the December meeting, the WVLS Z39.50 Cataloging Recommendation was reviewed and edited to clarify WVLS' role and procedures. Committee members were asked for feedback on a list of cataloging functions for the ILS evaluation and review process. Final functionality information will be compiled in preparation for drafting a Request for Information (RFI) document that will be shared with the Committee in April. The Committee, along with WVLS staff are working on a list of vendors to consider. December and March meetings had committee members reviewing Aspen cataloging features and functions including grouped records and cover images, as well as forthcoming fiction list. Committee members interested in assisting with record grouping changes will be granted permissions to group records on a case-by-case basis. Through this review, WVLS staff are learning more about fair use copyright guidelines as it pertains to adding cover images to the Aspen interface. The March meeting featured a discussion regarding how Aspen reads bibliographic records, and possibilities for counting circulation of "other items" for the public library annual report.
- During the **V-Cat Council meeting** on February 3:
 - Updated weighted vote calculations for 2022 were shared and made available on the [V-Cat Resources and Documents page](#).
 - The Council supported placing all unspent funds from the 2021 budget into the special projects fund to cover costs for outsourcing a portion of the subject headings project (mentioned above), and for the Aspen Discovery implementation.
 - Minocqua Public Library Director **Peggy O'Connell** was selected as the 2022 V-Cat Chair Elect.
 - The Council passed a V-Cat cataloging compliance recommendation presented by the V-Cat Bibliographic/Interface Committee.
 - Antigo Public Library Cataloger **Maria Pregler** spoke about cataloging assistance she provided to the Demmer Memorial Library (Three Lakes) when the library was without a cataloger. WVLS is available to assist in forming similar partnerships if needed.

- A newly formed **V-Cat ILS Evaluation and Review Committee** held its first meeting on March 10. **Zimmermann** updated members on the progress of ILS Evaluation and Review processes underway at the Milwaukee County Federated Library System and Northern Waters Library Service.
- The **V-Cat Cooperative Circulation Committee** also met on March 10. The Committee discussed lists of ILS functions related to circulation, patron records, reports and statistics and integration with other vendors. Committee feedback will be used in the ILS evaluation and review process.

Report from Education Consultant Jaime Matczak:

- **Matczak** is teaching a new Continuing Education course called Libraries and the Customer Experience for the iSchool at UW-Madison. This four-week course examines the role customer experiences have in libraries, how it relates to marketing, ways to assess it, and more. The 22 learners enrolled are from public and academic librarians all over the world, including one from Sydney, Australia! She will be teaching the course again in August 2022.
- **Matczak** also received requests from state and national colleagues to do presentations for their institutions. They included:
 - January 12 – “Providing Great Customer Service (During a Pandemic)” for Marquette University Libraries
 - March 2 – “Having Hard Workplace Conversations for Power Up: A Leadership Conference for Youth Services Managers and Staff” for iSchool at UW-Madison
 - March 15 – “Having Difficult Workplace Conversations” for Somerset County Library System of New Jersey
- Six WVLS-area library staff have received full scholarships to attend the national **2022 Public Library Association (PLA) Conference** in Portland, Oregon on March 23-25. Recipients are: **Laurie Ollhoff**, T.B. Scott Free Library (Merrill); **Julie Kinney**, Marathon County Public Library; **Dan Richter**, Marathon County Public Library; **Ashley Polinski**, Rhinelander District Library; **Elisha Sheffer**, Rhinelander District Library; and **Jennifer Davis**, Minocqua Public Library. The PLA Scholars expressed gratitude for the financial support to attend an out-of-state conference and will share reports with the WVLS Board of Trustees.
- After attending a Library Marketing Plan Workshop led by Kathy Dempsey and Angela Hursh last November, the 15 public libraries selected in 2021 to receive **Library Marketing Plan Mini-Grants** are now working on their marketing plans and other activities stated in their grant applications. During this aspect of the grant project, **Matczak** and other members of the **Public Library System Marketing Cohort** are offering support and guidance to grant recipients. Matczak is mentoring Amery Area Public Library, E.D. Locke Public Library (McFarland), Fond du Lac Public Library, Menomonee Falls Public Library and Mercer Public Library, and, since December has been holding monthly office hours for them to share their progress or ask questions.
- **Rhinelander District Library** was one of the 15 libraries awarded a [Library Marketing Plan Mini-Grant](#). This grant project is supported by the Wisconsin Department of Public Instruction (DPI), Public Library Development Team, with funding support from the Institute of Museum and Library Services.
- WVLS welcomes IFLS Library System to the 2022 **WVLS webinar collaboration** with the Northern Waters Library Service and the Southwest Wisconsin Library System. The collaboration harnesses the experiences and professional networks of continuing education consultants in all four systems to bring high quality, relevant continuing education experiences to its member libraries.
- WVLS, NWLS, SWLS and IFLS are excited to announce a Spring Webinar Series! Each webinar is worth 1 contact hour for public library certification, and all of them will be recorded for later viewing. More information and registration links can be found on the [WVLS website](#).

- The **Wild Wisconsin Winter Web Conference** took place on January 26-27, 2022 and was a big success. The 14 presentations over the two days focused on marketing, library management, small libraries and wellbeing. Total attendance for the conference was 1637, with an average of 116 attendees per session. Slides and videos of the 14 one-hour sessions may be found on the [Wild Wisconsin Winter Web Conference](#) website under "Post- Conference Resources." Next year's Wild Wisconsin Winter Web conference will be held on January 25 -26, 2023.

Report from Chief Information Officer Josh Klingbeil:

- **LEAN WI core infrastructure.** The Backup and Archive appliances are now operating in production, and the production backups have been migrated to the new system. LEAN WI maintains one site of a two-site, co-location system in collaboration with South Central Library System and other participating library systems.
- **LEAN WI service explorations.** LEAN WI partners are starting to test an alternative managed Antivirus product along with an application version management utility (already in production use by Northern Waters Library Service) as part of a joint effort intended to consolidate Antivirus licensing and client management and common application updates support.
- **Libraries Win services.** LEAN WI partners are supporting a large multi-site implementation of Princh Mobile Printing services, currently in-progress with a vendor goal of having all member libraries (which expressed interest in immediate opt-in) set up and operating with the Mobile Printing service by the end of March 2022. Libraries that do not immediately opt into the service will be able to do so at any time over the next several years. LEAN WI will be reviewing other print management options from Princh in the future and working with interested libraries to provide as much funding and technical support as feasible once the initial implementation sweep is complete.
- LEAN WI partners are procuring 250 seats of **MS Office Desktop licensing** to ensure member libraries have continued access to such licensing – at State contracted discounts – after the loss of availability through Tech Soup. The partners are working out a meaningful joint usage and cost sustainability model and will continue to monitor changes to MS licensing programs to ensure the partnership is offering the best support to libraries.
- **Core services support.** **Tomahawk Public Library** is planning a comprehensive network cabling update project including relocating the library's main networking equipment within the building and the expansion of WiFi coverage inside and outside the building. **WVLS and MCPL** tech support teams are collaborating on the initial discovery stage of a soft project to bring MCPL operational documentation up to date across all sites, and develop next stage recommendations.

Report from Administrative Assistant Susie Hafemeister

- Open positions at the Department of Instruction Library Technology and Development team resulted in contracted support for the 2021 Annual Report process. The Wisconsin Department of Instruction released [2021 Annual Report Instructions](#), but time did not allow for updating all assistive tools.
- **Hamland** adjusted the "Programming and Activity Count tracker workbook," she created with assistance from former Division for Libraries staff members **Tessa Michaelson Schmidt** and **Michael Dennison**, to include the new target

audiences for both the 2021 and 2022 annual reports. These tools were shared with WVLS member libraries, as well as with NWLS and IFLS member libraries requesting assistance.

- All 25 public library annual reports were submitted to DPI by the March 1 statutory deadline. The WVLS audit of members' 2021 annual reports revealed no issues of noncompliance. All 25 member public libraries also indicated in the system effectiveness section of the annual report that WVLS provided effective leadership in 2021. Favorable comments were reported in the areas of consulting, customer service, ILS administration and technology support.

Report from Local & State Advocacy Consultant Kris Adams Wendt

- On March 3, the Wisconsin Supreme Court selected **legislative and congressional district maps** submitted by the Governor over the ones drawn by Republicans holding legislature majority as the plans that best followed the court's directions to make "least changes" to existing maps. Appeals are pending. Wendt shared potential map changes impacting both the 7th congressional district and the legislative districts overlaying WVLS member counties (Exhibit 10b), as well as potential adjustments to the location of WVLS member libraries within legislative district boundaries and corresponding representation. (Exhibit 10c).
- WLA Library Development & Legislation Committee (LD&L) met virtually on March 18. [2021 Senate Bill 1102](#) was co-authored on March 10 by legislators representing Manitowoc County and failed to advance prior to end of the 2021-2022 session on March 15. WLA LD&L has several concerns with SB1102 and welcomes the opportunity to initiate conversations with legislators prior to the start of the 2023 -2024 session.
- LD&L is facilitating Libraries Transform poster presentations for **AD35 Rep. Callahan** at the T.B. Scott Free Library in Merrill and for **AD69 Rep. Rozar** at the Everett Roehl Marshfield Public Library.

WVLS/V-Cat Steering Committee (Exhibit 11): the WVLS/V-Cat Steering Committee met on March 17. Alternative methods for calculating V-Cat members' budget shares were discussed prior to making a 2023 budget recommendation to the V-Cat Council for its review prior to final approval by the Board in August.

The meeting was suspended for a 15-minute break.

Disposition of 2021 unencumbered balance/2022 budget revisions (Exhibit 12):

Sepnafski drew the board's attention to recommendations and details enumerated in Exhibit 12.

Otten/Pechura motion to approve the recommendation for disposition of 2021 unencumbered balance and corresponding 2022 budget revisions as presented. All aye. Motion carried.

Travel reimbursement rates (Exhibit 13):

Walenton drew the board's attention to the information, rates and policy changes in Exhibit 13.

Ackerman/Sweeney motion to approve the changes as presented. All aye. Motion carried.

2022 V-Cat Budget – revised (Exhibit 14a) and 2023 V-Cat Budget – draft (Exhibit 14b):

Pending approval of the V-Cat financial reports from October through December 2021, the total amount of unspent appropriations from 2021 is \$14,456.22. Since the V-Cat Long Term Replacement Reserve Fund is capped at \$375,000.00 funds, **Zimmerman** and **Metzler** recommend the full \$14,456.22 be applied to the V-Cat Special Projects Future ILS

Enhancements Fund unless V-Cat members object. It was noted that V-Cat Council has authorized the use of V-Cat Special Projects Future ILS Enhancements Funds for outsourcing records to Backstage for subject heading improvements and for implementation of Aspen Discovery. Both invoices will be paid in the first quarter of 2022.

Grunseth/Pechura motion to accept the recommendation to direct \$14,456.22 in unspent V-Cat appropriations to the V-Cat Special Projects Future ILS Enhancements Fund. All aye. Motion carried.

2022 WAPL Conference plans – May 10-13, 2022 in Waukesha (Exhibit 15):

Bobrofsky led discussion of conference program information, registration deadlines, WVLS coordinated transportation and coverage of other expenses for board members who wished to attend.

WVLS Fact Sheet 2022 (Exhibit 16), WVLS Organizational Chart 2022 (Exhibit 17), and 2022 WVLS Glossary of Acronyms (Exhibit 18):

Sepnafski drew the board's attention to these three updated exhibits.

CONCERNS, COMMENTS AND REPORTS FROM AREA LIBRARY PERSONNEL AND TRUSTEES:

Bobrofsky announced the first 2022 payment of state public library system aid was received in November accompanied by a letter from State Superintendent of Public Instruction Jill Underly.

Ackerman delivered the Certificate of Commendation for WVLS signed by Governor Tony Evers that was among those presented to all library systems and libraries represented at Library Legislative Day on February 8. It was noted that April 3-9 is **National Library Week**, with April 5 designated as a day to recognize the service of library workers. **Klingbeil** noted that it is time to update WVLS trustee I-pads.

REQUEST FOR FUTURE AGENDA ITEMS: Sepnafski mentioned that the 2021 Financial Audit, 2021 Statistics Booklet, and revised 2022 WVLS Budget would be in the board's packet for the May meeting.

Next meeting dates

WVLS/V-Cat Steering Committee – Thursday, March 17, 2022

WVLS Library Advisory Committee – Tuesday, April 5, 2022

WVLS V-Cat Council – Thursday, April 7, 2022

WVLS Board of Trustees – Saturday, May 21, 2022

ADJOURNMENT: Grunseth/Sweeney motion to adjourn. All aye. Motion carried. The meeting was adjourned at 12:02 PM.

Respectfully submitted,
Kris Adams Wendt, Meeting Recorder